



Summary of Purchasing Delegations and Limits

(Effective until revoked)
**** Please note this document cannot be changed unless it is approved under resolution of Council ****
 Current version adopted 28/06/24, Resolution 2024/06.14)

Position	Doc id	Delegation to Sign Orders & Authorise Payments	Purpose	Other	EFFECTIVE from
Chief Executive Officer	81602	No Limit subject to Regulations	Any Lawful purpose	Subject to Council Policy	15/07/2022
Director of Corporate Services	51776	Limit up to \$200,000	Restriction by CEO/Council/Policy	Subject to Council Policy	15/07/2022
Director of Works and Operations	51777	Limit up to \$200,000	Restriction by CEO/Council/Policy	Subject to Council Policy	15/07/2022
Works Manager	81603	Limit up to \$70,000	For Operational Works	Subject to Council Policy	1/05/2024
Finance Manager	45200	Limit up to \$50,000	For Corporate Service Responsibilities and Payroll	Subject to Council Policy	27/07/2020
Contract Works Overseer	45196	Limit up to \$70,000	For Flood Damage Restoration Works	Subject to Council Policy	22/02/2017
Foreman, Road Maintenance and Utility Services	51775 - revoked 83662	Limit up to \$10,000	Revoked 28/6/2024 - changed position		28/06/2024
Foreman, Town Services and Utilities	new (83691)	Limit up to \$10,000	For Works and Service responsibilities	Subject to Council Policy	28/06/2024
Foreman, Roads Maintenance and Construction	51774	Limit up to \$10,000	For Works and Service responsibilities	Subject to Council Policy	15/07/2022
Community Services Manager	45195 - revoked 83699	Limit up to \$10,000	Revoked 28/6/2024 - changed position		28/06/2024
Economic Community Development Manager	new (83678)	Limit up to \$10,000	For Community Services Operations	Subject to Council Policy	28/06/2024
Executive Assistant	re-instated 28/6/2024 (83677)	Limit up to \$5,000	For Corporate Service Responsibilities	Subject to Council Policy	28/06/2024
Stores Officer	45205	Limit up to \$5,000	For Stores and Materials	Subject to Council Policy	22/02/2017
Senior Administration Officer	45203 - revoked 83681	Limit up to \$5,000	Revoked 28/6/2024 - changed position		28/06/2024
Supervisor Administration Services	new (83683)	Limit up to \$5,000	For Corporate Services Operations	Subject to Council Policy	28/06/2024
Manager People and Culture	new (83680)	Limit up to \$10,000	For Corporate Service Operations	Subject to Council Policy	28/06/2024